SYSTEM OVERVIEW

Security
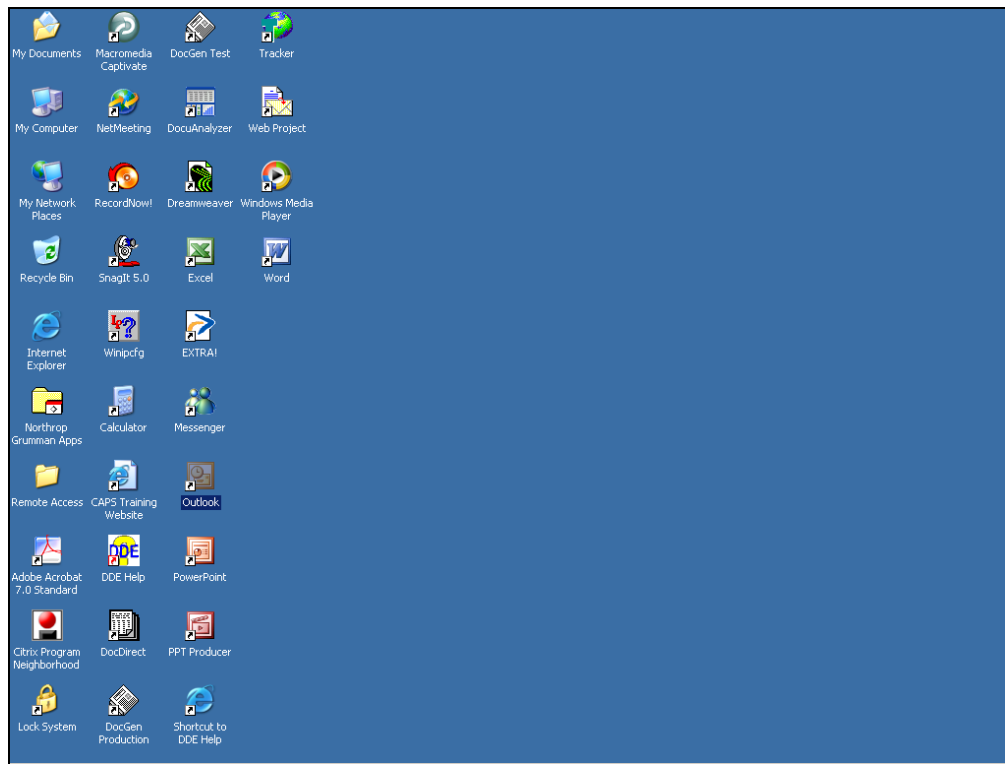**Logging On & Logging Off**
Keyboard Functions
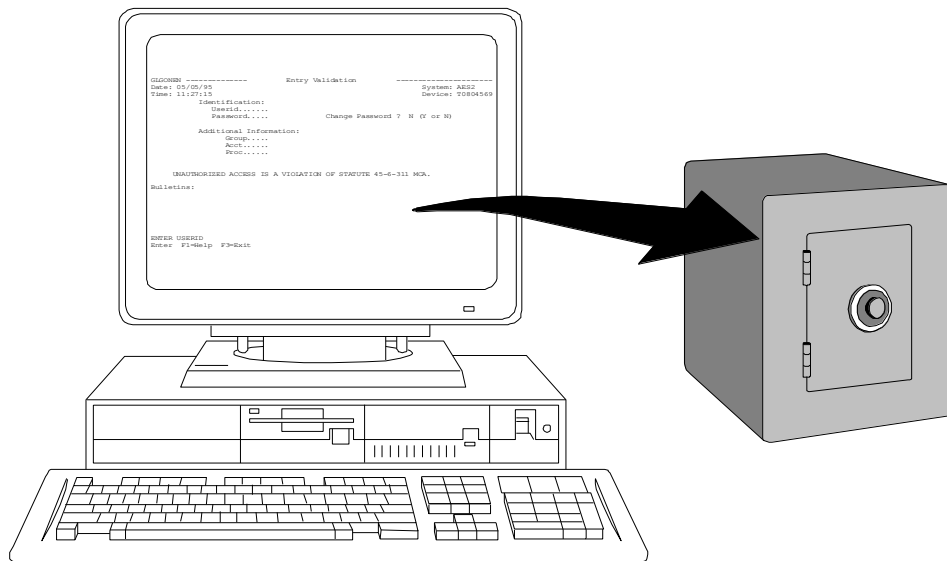**Help Resources**
Screen Functions
Menus

LOGGING IN

- ➢ Security clearance is tied to the User ID and to the Worker Type (within CAPS)
    - CAPS security includes access to screens and approval authority

- ➢ Double click EXTRA Display to access the Entry Validation screen

CAPS Security


```
GLGONNN ----------------         Entry Validation         ------------------
Date: 05/05/95                                     System: AES2
Time: 11:27:15                                     Device: T0804569
          Identification:
                 Userid......
                 Password.....         Change Password ?  N  (Y or N)

          Additional Information:
                 Group.....
                 Acct......
                 Proc......

          UNAUTHORIZED ACCESS IS A VIOLATION OF STATUTE 45-6-311 MCA.
Bulletins:



ENTER USERID
Enter  F1=Help  F3=Exit
```

SO-04

- ➢ At the Entry Validation Screen
    - Enter your User ID and Password
    - Your password can be changed by tabbing to "Change Password" and selecting Y (Yes)
    - Once ENTER is pressed, a screen will appear asking you to type in your new password and to confirm the new password

- ➢ Password guidelines
    - Your password must be changed every 60 days
    - Your password must be 8 alphanumeric characters
    - Your password cannot use repeating characters (zz, 22, etc)
    - You cannot change your password for at least 15 after a recent password change
    - You cannot reuse a password until you have had five other passwords
    - You will receive a warning seven days before your password expires
    - If you type your password incorrectly three times, you will be locked out and you will need to contact the DPHHS Security Officer

- ➢ Once the User ID and Password have been entered, press **Enter** to access the Supersession menu
    - Select **CICS PRODUCTION CICS SYSA** to access CAPS Production
    - If you receive a screen of **CICS/NEWS**, press **F3** to exit this screen
    - From the menu select **CAPS PRODUCTION SYSTEM FS01**

Key Board

Esc   F Keys   Home   Pause

Tab   Shift   Ctrl   Enter   End   Enter
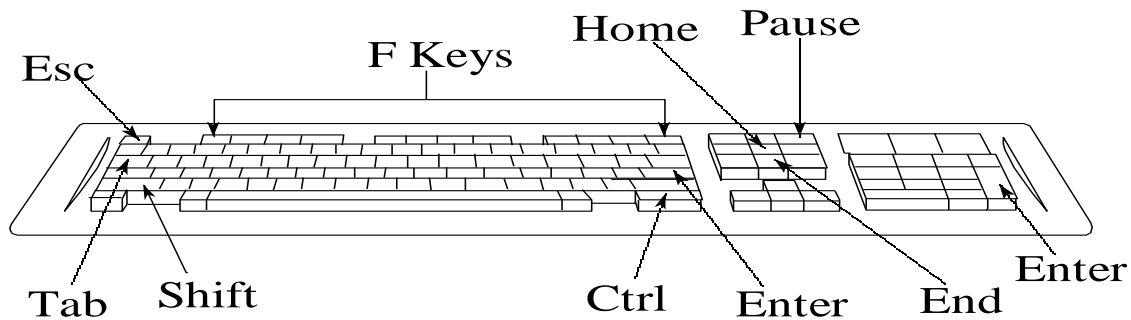
SO-05

- ➢ TAB - Moves cursor to the next enterable field

- ➢ SHIFT/TAB - Moves cursor back one field

- ➢ HOME - Moves the cursor to the first enterable field at the top of the screen
    - HOME/SHIFT/TAB will move the cursor to the PATH field

- ➢ END - Erases to the end of the line everything to the right of the cursor

- ➢ PAUSE - Begins the logoff process/exits CAPS - **VERY IMPORTANT!**

- ➢ ENTER - Executes the command to update

- ➢ CTRL - Moves the cursor down the screen like the return on a typewriter

- ➢ ESC - Unlocks the keyboard when an execution error has occurred

ONLINE HELP

```
MAINFRAME - EXTRA!® Enterprise                                              _ ⃞ ✕
File  Edit  View  Tools  Session  Options  Help

 ▢ ▭ ▤ ▤ │ ✄ ▤ ▤ │ ▤ │ ▤ ▦ ▧ │ ▤ ▥ ▦ │ • ▤ ▦ ▧ ▨ ▶?

  CAFSPERD                      PERSON DETAIL              11/10/2005   15:19
  USER ID : C7TR15   MODIFY
  CAPS ID : 00002089    00     NAME: FURST, ADAM

  LAST NAME   : FURST                  ASSIGNED WORKER INFORMATION
  FIRST NAME  : ADAM                    WORKER ID: C84142   RGN: 4  CNTY: 025
  MIDDLE NAME :                              NAME: HOLLING, PAULA
  SUFFIX      :          AKA:    CAN: N     PHONE NO: 406 442-6550 EXT:
  SEL P/S-- SSN ---- SEL P/S-- SSN ----   SECONDARY:
   _    P 516-02-0002  _
   _                                     --------- ADDRESS ----------
  BIRTH DATE : 07/10/1983   AGE:  22     LINE1 : 57 WOLF SONG DR
  ┌───────────────────────────────────────────────────────────────────┐
  │ Field: P/S                                                         │
  │                                                                   │
  │ Updated on screen(s):  PERD                                       │
  │                                                                   │
  │ Notes:  Select with a "P" if it is the primary social security Number, │
  │ or with an "S" if it is the secondary number.                     │
  │                                                                   │
  │                                                                   │
  │                                                                   │
  │                                                                   │
  │_ F3=Exit _____ Scroll: 010 _____│
  4B              ☆:00.1                                          24/70
Connected to host 161.7.90.3 (TCP00521)                            NUM    3:19 PM
```

➢ Field-level and screen-level Help explains the purpose of a field or the screen

➢ For Field Help
  - Press F1, information about that field will be displayed
  - If information is needed for a non-enterable field, use arrow keys to get to the protected field

➢ For Screen Help
  - Move the cursor anywhere on the screen that is not an input field to obtain screen-level Help
  - Press F1 to display screen-level Help
  - Multiple pages of information may exist

CAPS HELP DESK

- ➢ CAPS Help Desk is available Monday through Friday from 7:30am - 5:30pm
  - Local number is 444-4125
  - Out of the Helena area call 1-800-285-2361
  - FAX number is 449-3981
  - Contact them for problems while working in CAPS (i.e., help in how to fill out a screen, text/docgen problems, screen abends)

- ➢ DPHHS Help Desk is available Monday through Friday from 7:00am - 5:00pm
  - Phone number is 444-9500
  - Contact them for problems OUTSIDE of CAPS (i.e., hardware problems, zip mail, password/user ID problems, system down)

- ➢ Problems will be documented for 'fixing'
  - You will be notified when your reported problem has been fixed

SCREEN FUNCTIONS

```
CAFSMAIN                    MAIN MENU              03/30/2009   15:54
USER ID : CS4566



                    SEL  PATH  DESCRIPTION
                     _   RRRM  REPORT/REQUEST MENU
                     _   PSNM  PERSON IDENTIFICATION MENU
                     _   SERM  SERVICES MENU
                     _   INTM  INTERFACE MENU
                     _   WOPM  WORKPLAN MENU
                     _   PRIM  PROVIDER INFORMATION MENU
                     _   CONM  CONTRACT MENU
                     _   PAYM  PAYMENTS MENU
                     _   UTLM  UTILITIES MENU
                     _   TRAM  TRUST ACCOUNT MENU


           TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
                    HERE ==>  _  <== AND PRESS F1
                      LAST UPDATED  02/26/1999



WELCOME TO THE CAPS QA SYSTEM                                  PATH:
```

➢ Menus, Sub-Menus, List/Detail type screens
   - You will see only those screen/menus for which you have security clearance
   - List screens display all of the detail records that have been added or may be used to initiate the ADD function
   - Detail screens are used to add the actual detail of an event or record item

➢ Select any Menu by placing the cursor on the SEL (select field) and pressing ENTER

➢ Error messages are displayed at the bottom of the screen
   - The field in error will be highlighted in red type

➢ When entering data, type in all lower case letters; CAPS will convert to all caps when the screen is updated

➢ Dates and numbers (SSN) may be typed without the dashes or slashes
   - Erase any remaining zeros in date fields by pressing END

SCREEN FUNCTIONS

```
MAINFRAME - EXTRA!® Enterprise                                          _ | 8 | X |
File  Edit  View  Tools  Session  Options  Help

CAFSADDL                        ADDRESS LIST              11/10/2005   15:31
USER ID : C7TR15                                          PAGE NO:     1
CAPS ID : 00002089    OO       NAME: FURST, ADAM


TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE


     START
SEL  DATE      ACT TYP  ADDRESS              CITY             ST   DIR
 _   11/21/97   Y   P   57 WOLF SONG DR      REXFORD          MT
```

> Most screens require specific selection instructions:
> - A   =   ADD
> - D   =   DELETE
> - I   =   INQUIRE
> - M   =   MODIFY
> - S   =   SELECT

> Use your KEY TEMPLATE for "F" (function) key instructions

> The selection type determines in which "mode" the screen is accessed

> The CAPS ID/Provider number in the header or "global" will remain the same from screen to screen until changed

> When entering dates in the CAPS system, you must enter the full year. FOR EXAMPLE: April 28, 2001 would have to be entered 04282001

MAIN - Main Menu

```
CAFSMAIN                    MAIN MENU              03/30/2009   15:54
USER ID : CS4566



                 SEL  PATH  DESCRIPTION
                  _   RRRM  REPORT/REQUEST MENU
                  _   PSNM  PERSON IDENTIFICATION MENU
                  _   SERM  SERVICES MENU
                  _   INTM  INTERFACE MENU
                  _   WOPM  WORKPLAN MENU
                  _   PRIM  PROVIDER INFORMATION MENU
                  _   CONM  CONTRACT MENU
                  _   PAYM  PAYMENTS MENU
                  _   UTLM  UTILITIES MENU
                  _   TRAM  TRUST ACCOUNT MENU



          TO VIEW CAPS SYSTEM UPDATE INFORMATION, POSITION CURSOR
                 HERE ==>  _  <== AND PRESS F1
                  LAST UPDATED  02/26/1999



WELCOME TO THE CAPS QA SYSTEM                              PATH:
```

➢ This screen is accessible to all users. Certain areas of the system will not be accessible to all users

➢ This display screen has one select field for each menu option
  - Type any character at the select line or place the cursor at a select line and press ENTER or
  - Type the four-character acronym in the PATH field
  - The appropriate screen is activated upon selection

➢ Press F3 from any screen to access MAIN

➢ In order to receive CAPS system update information, position the cursor in the appropriate space and press the F1 key. Update information will include: physical screen changes, screen functionality changes, code table additions, etc.

RRRM - Report/Request Menu

```
CAFSRRRM                    REPORT/REQUEST MENU            06/01/2009    11:52
USER ID : CS4566



                    SEL  PATH  DESCRIPTION
                     _   RRRL  REPORT/REQUEST LIST
                     _   PERS  PERSON SEARCH
                     _   PROS  PROVIDER SEARCH












                                                              PATH: █
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line
and press ENTER, or type the four-character acronym in the PATH field.

PSNM - Person Identification Menu

```
 CAFSPSNM              PERSON IDENTIFICATION MENU           06/01/2009    11:53
 USER ID : CS4566



                       SEL  PATH    DESCRIPTION
                        _   PERS    PERSON SEARCH
                        _   EVEL    EVENT LIST
                        _   PERD    PERSON DETAIL
                        _   CLID    CLIENT DETAIL
                        _   RELL    RELATIONSHIP LIST
                        _   ADDL    ADDRESS LIST
                        _   NADE    NON-DFS ADOPTION DATA ENTRY
                        _   AXED    ASSIGNMENTS/TRANSFERS DETAIL
                        _   SEAL    SEE ALL CLIENTS SCREENS






                                                            PATH:
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

SERM - Services Menu

```
CAFSSERM                    SERVICES MENU           06/01/2009    11:53
USER ID : CS4566



                    SEL  PATH  DESCRIPTION
                     _   PSNM  PERSON IDENTIFICATION MENU
                     _   APPL  APPLICATION LIST
                     _   PPLM  PERMANENCY PLAN MENU
                     _   GRSL  GROUP SERVICES LIST
                     _   CPHL  CLIENT PLACEMENT LIST
                     _   SERL  SERVICES LIST
                     _   ACTL  ACTIVITY LIST
                     _   CRTL  COURT LIST
                     _   PROS  PROVIDER SEARCH
                     _   CELL  CLIENT ELIGIBILITY LIST
                     _   ICPD  INTERSTATE COMPACT DETAIL
                     _   PPHL  PERMANENCY PLAN HEARING LIST
                     _   IVEL  IV-E REIMBURSABILITY LIST




                                                      PATH: █
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line
   and press ENTER, or type the four-character acronym in the PATH field.

INTM - Interface Menu

```
CAFSINTM                    INTERFACE MENU            07/28/2009    9:18
USER ID : CS4566



                    SEL PATH  DESCRIPTION
                     _  EA1L  EA-1 APPLICATION LIST
                     _  TIID  EMERGENCY ASSISTANCE APPL
                     _  SIID  SEARCHS INITIAL INQUIRY DTL
                     _  MIHL  MEDICAID ISSUANCE HISTORY












                                                        PATH:
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

WOPM - Workplan Menu

```
CAFSWOPM                    WORKPLAN MENU              06/01/2009    11:55
USER ID :  CS4566



                    SEL   PATH     DESCRIPTION
                     _    STFL    STAFF LIST
                     _    ALER    ALERTS
                     _    CSLL    CASELOAD LIST
                     _    AXED    ASSIGNMENTS/TRANSFERS DETAIL













                                                          PATH:
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PRIM - Provider Information Menu

```
CAFSPRIM                    PROVIDER INFORMATION MENU        06/01/2009    11:56
USER ID : CS4566


   SEL  PATH  DESCRIPTION              SEL  PATH  DESCRIPTION
    _   PROS  PROVIDER SEARCH           _   FASL  FACILITY ASSESSMENT LIST
    _   PROD  PROVIDER DETAIL           _   PADL  PROVIDER ADDRESS LIST
    _   FACD  FACILITY DETAIL           _   PAKD  PROVIDER AKA DETAIL
    _   PRPH  PROVIDER PLACEMENT HISTO  _   PRPL  PROVIDER PERSON LIST
    _   PRTL  PROVIDER TRAINING LIST    _   PREL  PROVIDER EVENT LIST
    _   PRCL  PROVIDER CONTACT LIST     _   FSPL  FACIL SERVICES PROVIDED
    _   PASL  PROVIDER ACTIVE SERVICES  _   PRLB  PROVIDER LABELS MENU
    _   CLTL  CLIENT TYPES LIST         _   PBID  PROVIDER BANKING DETAIL
    _   PRFL  PROVIDER/FACILITY LIST    _   PIGD  PROVIDER INFORMATION DET
    _   FALL  FACILITY LICENSING LIST   _   PTID  PROVIDER TAX IDENTIFICAT








                                                              PATH: █
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

CONM - Contract Menu

```
CAFSCONM                   CONTRACT MENU              06/01/2009    11:57
USER ID : CS4566



                    SEL PATH  DESCRIPTION
                     _  CONI  CONTRACT INQUIRY
                     _  CONL  CONTRACT LIST





                                           ▶




                                                              PATH: ▮
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

PAYM - Payments Menu

```
CAFSPAYM                PAYMENTS MENU              06/01/2009    11:57
USER ID : CS4566



                SEL    PATH   DESCRIPTION
                 _     CBPL   CLIENT BASED PAYMENT LIST
                 _     PAYA   PAYMENT APPROVAL
                 _     WRNH   PROVIDER WARRANT HISTORY
                 _     CLPH   CLIENT PAYMENT HISTORY
                 _     OPAR   OVERPAYMENT RECOVERY
                 _     COPL   CONTRACTED PAYMENT LIST
                 _     TRAM   TRUST ACCOUNT MENU
                 _     PBID   PROVIDER BANKING DETAIL









                                                         PATH: ▮
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line
   and press ENTER, or type the four-character acronym in the PATH field.

UTLM - Utilities Menu

```
CAFSUTLM                    UTILITIES           06/01/2009    11:58
USER ID : CS4566



                    SEL   PATH    DESCRIPTION
                     _    USML    USER MAINTENANCE LIST
                     _    TABL    CODE TABLE MAINTENANCE LIST
                     _    SCML    SERVICE CODE MAINT LIST
                     _    FIIL    FINANCIAL INSTITUTION LIST
                     _    ACML    ADDRESS/CONTACT MAINT LIST
                     _    FARL    FACILITY APPROVAL LIST
                     _    FSCL    FUNDING SOURCE CODE SEARCH
                     _    CTMD    COUNTY TABLE MAINT DETAIL
                     _    ALRD    ALERT MAINTENANCE DETAIL
                     _    EVTD    EVENT MAINTENANCE DETAIL
                     _    SECM    SCREEN SECURITY MAINTENANCE





                                                         PATH: █
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

TRAM - Trust Accounts Menu

```
CAFSTRAM                    TRUST ACCOUNTS MENU            11/11/2010    15:33
USER ID : CS4566



                      SEL PATH  DESCRIPTION
                       _   CSDL  CSED DEPOSIT LIST
                       _   CDRL  CSED DEPOSIT RESOLUTION LIST
                       _   TIDL  TRUST INCOME DOCUMENT LIST
                       _   TAEL  TRUST ACCOUNT EXPENDITURE LT
                       _   TAHL  TRUST ACCOUNT HISTORY LIST
```



```
                                                           PATH:
```

➢ Place cursor on the line to be selected and press ENTER, type any character at the select line and press ENTER, or type the four-character acronym in the PATH field.

COTL - Code Table Lookup

```
CAFSCOTL                    CODE TABLE LOOKUP            06/01/2009    11:59
USER ID : CS4566                                         PAGE NO:    8

TABLE NAME : RELATIONSHIP

TO SELECT, ENTER S=SELECT        START CODE: T

SEL CODE           DESCRIPTION
 _   SFR           STEP FATHER
 _   SIS           SISTER
 _   SLF           SELF
 _   SMR           STEP MOTHER
 _   SON           SON
 _   SPD           STEP DAUGHTER
 _   SPO           SPOUSE
 _   SPS           STEP SON
 _   SPT           SPEECH THERAPIST
 _   SRO           OTHER SRS STAFF
 _   SSR           STEP SISTER, MARRIAGE RELATED
 _   STB           STEP BROTHER - MARRIAGE RELATED
 _   SWS           DFS SOCIAL WORK SUPERVISOR
 _   TCH           TEACHER


                                                        PATH: RRD1
```

➢ This screen is accessed by pressing F12 and will display a list of codes appropriate for a particular field

➢ Select the code with an "S" and press ENTER to bring the code back to the field